



DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY
Office of the Fire Marshal & Fire Academy
www.vtfiresafety.org



Region # 1 - Williston

372 Hurricane Lane
Williston, VT 05495
(802)879-2300

Region # 2 - Barre

1311 US Route 302 Suite 500
Barre, VT 05641
(802)479-4434

Region # 3 - Rutland

56 Howe Street Suite 200
Rutland, VT 05701
(802)786-5867

Region # 4 - Springfield

100 Mineral Street Suite 307
Springfield VT 05156
(802)885-8883

EXAMPLES OF INFORMATION THAT SHOULD BE INCLUDED IN THE PLANS AND SPECIFICATIONS

SITE PLAN SHOWING:

- ☐ Building location
- ☐ Distance from other nearby buildings
- ☐ Building dimensions
- ☐ Fire Department access

COMPLETE CONSTRUCTION DRAWINGS SHOWING:

- ☐ Building construction (new and existing – all levels)
- ☐ Exterior view of the building
- ☐ Foundation information, including strength of concrete
- ☐ Wall, floor, and ceiling construction, including cross sections and fire ratings
- ☐ New and existing doors (construction, location, size, swing, and rating)
- ☐ New and existing windows (location, clear opening, size, and dimensions)
- ☐ Fire extinguisher location and types
- ☐ Occupant loads
- ☐ Heating system information (including type, name and model of heating units)
- ☐ Exit signs – egress lighting
- ☐ Stair details and construction
- ☐ Structural data (including roof and floor live loads)
- ☐ Fire Stopping – draft stopping
- ☐ Ventilation systems, including kitchen hood exhaust systems
- ☐ Interior finish fire ratings
- ☐ Attic access location
- ☐ Details indicating barrier free design for the physically disabled

PLANS MUST ALSO INCLUDE:

- ☐ Electrical Systems
- ☐ Sprinkler and other suppression systems
- ☐ Fire alarm and detection systems
- ☐ Carbon monoxide detector location

WORK NOTICES MUST ALSO BE SUBMITTED FOR ALL ELECTRICAL AND PLUMBING WORK

Note: These work notice applications must be signed by a Master Electrician / Master Plumber